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Oil Transfer Operations		

1. PURPOSE/SCOPE

The purpose of the oil transfer operations protocol is to coordinate oil transfer monitoring operations to maximize the effectiveness of combined USCG District Thirteen (“USCG”) and Washington State Department of Ecology (“Ecology”) resources devoted to safe marine transportation and environmental protection. This protocol is also expected to leverage resources by bringing the diverse expertise of USCG and Ecology inspectors together to achieve safer oil transfer operations, while avoiding undue duplication of effort.

Instructions contained in this procedure apply to oil transfer operations involving commercial vessels in navigable waters of the State of Washington. The USCG and Ecology will coordinate the monitoring of oil transfer operations, including, but not limited to, dockside transfers at facilities, lightering and bunkering operations.

2. AUTHORITY/REFERENCES

Memorandum of Agreement on Oil Pollution Prevention and Response between the Commander, Thirteenth Coast Guard District and the State of Washington executed May 25, 2001. Section V- Prevention of Oil Spills

1. The Parties will coordinate to monitor oil transfer operations, including, but not limited to, dockside transfers at facilities, and lightering and bunkering operations. During oil transfer operations, pollution prevention and pollution response equipment may be examined. The Parties agree to coordinate scheduling of oil transfer monitoring operations to avoid redundant oversight and minimize disruptions to industry. Each Party will advise the other of violations observed.

2. The Parties agree to make oil transfer monitoring records available to each other and to cooperatively review monitoring results, subject to applicable laws, regulations, and procedures.

Ecology

Statutes

RCW 88.46.170 Vessel Oil Spill Prevention and Response

RCW 90.56 Oil and Hazardous Substance Spill Prevention and Response

Regulations

WAC 317-40 Bunkering Operations

WAC 173-180A Facility Oil-Handling Operations and Design Standards

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Documents/Forms

Bunker Operations Monitoring Report (Form ECY 050-29; Rev. 08/01)

Facility Bulk Oil Transfer Monitoring Report (*to be developed*)

USCG

Statutes

33 USC 1321 (j)(1)(C) – Oil and Hazardous Substance Liability- Regulations

46 USC 3703-Carriage of Bulk Liquid Dangerous Cargoes- Regulations

46 USC 3715 - Lightering

Regulations

33 CFR 154 - Facilities Transferring Oil or Hazardous Material in Bulk

33 CFR 155 – Oil or Hazardous Material Pollution Prevention Regulations for Vessels

33 CFR 156 - Oil and Hazardous Material Transfer Operations

Documents/Forms

Pollution Prevention Compliance Report CG-5562B (1-94)

3. EFFECTIVE DATE/POINTS OF CONTACT

This protocol will become effective upon signature of both parties.

The following persons will serve as points of contact for questions concerning this protocol and its implementation:

Ecology

Supervisor, Columbia River Field Office

Phone: (503) 229-6800

Fax: (503) 229-6954

Mailing Address: Washington Department of Ecology, CRFO, 811 SW 6th Avenue, Portland, OR 97204.

Supervisor, Puget Sound Field Office

Phone: (206) 389-2438

Fax: (206) 587-5196

Mailing Address: Washington Department of Ecology, PSFO, 1011 SW Klickitat Way, Suite 211, Seattle, WA 98134

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USCG

MSO Portland, Chief of Port Operations

Phone: (503) 240-2566.

Fax: (503) 240-9308

Mailing Address: USCG, MSO/Group Portland, 6767 N. Basin Ave., Portland, OR 97217

MSO Puget Sound, Chief of Port Operations

Phone: (206) 217-6235

Fax: (206) 217-6345

Mailing Address: USCG, MSO Puget Sound, 1519 Alaskan Way South, Bldg 1, Seattle, WA 98134

4. POLICIES

- It is the policy of the USCG and Ecology to coordinate oil transfer monitoring schedules to avoid duplication of effort to the maximum extent possible.
- It is the policy of the USCG and Ecology to monitor as many oil transfers as the combined USCG/Ecology workforce will allow for violations of federal and state laws, and regulations.
- It is the policy of the USCG and Ecology that documents shared with Ecology will be done pursuant to the Disclosure of Records protocol.
- It is the policy of the USCG and Ecology to implement prompt sharing of monitoring results when violations are noted.
- It is the policy of the USCG and Ecology to regularly review data collected for the purposes of identifying unsafe practices commonly encountered during oil transfers and to devise joint strategies for addressing those practices.

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5. STANDARD OPERATING PROCEDURES

Operational Task Summary Matrix

Task	USCG		WDOE	
	Chief of Port Ops	Inspector	F.O. Supv.	Inspector
A. Send advance notice of transfers to Ecology.	P	A		A
B. Ecology calls USCG to coordinate monitoring of operations.		A		P
C. Monitor oil transfer operations.		P		P
D. Advise one another of violations observed.	P	A	P	A
E. Fax checklists for operations where violations were observed.	P	A	P	A
F. Make oil transfer monitoring records available on-demand.	P	A	P	A
G. Review monitoring results.	P		P	

Key: P =Primary Responsibility, A = Assist

Frequency of Communication

- A. Daily communications on advance notice of transfers, to coordinate boardings and to advise one another of violations observed.
- B. Weekly (minimum) facsimile exchange of checklists and associated correspondence where inspection revealed violations.
- C. Annual review of monitoring results for statistical analysis and identification of commonly noted unsafe practices.
- D. Annual review of protocol effectiveness

USCG Task Detail

MSO Chiefs of Port Operations will oversee the following tasks:

- A. Send advance notice of oil transfers involving commercial vessels to the appropriate Ecology Field Office. The oil transfer notices should be sent on a timely basis to the Field Offices to allow their Vessel Inspectors time to coordinate vessel boardings both internally

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and with the Coast Guard. The notices should be sent via fax or e-mail (see Section 3 for contact information).

- B. Ensure Ecology is advised of WAC violations observed during the course of an oil transfer operation (see Frequency of Communication).
- C. Copy Ecology on all correspondence regarding WAC violations (see Frequency of Communication).
- D. Make oil transfer monitoring records available and cooperatively review monitoring results for statistical and causal analysis (see Frequency of Communication).

Ecology Task Detail

Ecology Field Office Supervisors will oversee the following tasks:

- A. Ensure Ecology Vessel Inspectors call their counter-parts at USCG Port Operations to coordinate oil transfer monitoring operations (see Frequency of Communication).
- B. Ensure USCG is advised of CFR violations observed during the course of the oil transfer operation (see Frequency of Communication).
- C. Copy USCG on all correspondence regarding CFR violations (see Frequency of Communication).
- D. Make oil transfer monitoring records available and cooperatively review monitoring results for statistical and causal analysis (see Frequency of Communication).

6. APPROVAL



M. S. BOOTHE
United States Coast Guard
Thirteenth Coast Guard District
Chief, Marine Safety Division

DATE: 5/30/2003



DALE R. JENSEN
Washington State Department of Ecology
Spills Program Manager

DATE: 5-30-03